



Office of Telecommunications Services

Welcome to Conexus!

HELPING AGENCIES WITH THEIR POST-EIS ACQUISITION ACTIVITIES

As an agency Contracting Officer (CO) or Contracting Officer Representative (COR) for the GSA Enterprise Infrastructure Solutions (EIS) contract, you may be aware that there are many EIS contractor deliverables that are sent to GSA's new system called Conexus. Conexus was built to support agencies that are purchasing telecommunications services off of the EIS contract.

Whether or not you are an active Conexus user, as a CO/COR, your contact information will be loaded into Conexus. This information comes from your agency's awarded task order(s) via the task order awardee and the Network Hosting Center (NHC). As such, you will start to receive auto-generated notifications from the Conexus application for various purposes such as service order deliverables, billing deliverables, invoice deliverables, etc.

These auto-generated notices come from noreply@usda.gov. While Conexus is a GSA-owned system, it is hosted at a USDA cloud service, which is why the emails come from a "usda.gov" email account.

HIGH-LEVEL CONEXUS USES

- ◆ Acts as a repository for agency task order (TO) award information such as CO/COR information, TO award date and period of performance, TO ceiling amount, awarded Contractor Line Item Numbers (CLINs), awarded locations or jurisdictions (if included on the TO), and any agency-specific Key Performance Indicators (KPIs) if different than the base EIS contract. All of this information is loaded and viewable within the Conexus application.
- ◆ Allows assigned Agency Administrators to assign and have overarching control over other agency team members' Conexus roles and permissions.
- ◆ Allows agencies to submit bulk upload spreadsheets for Agency Hierarchy Codes and Locations to be loaded systematically into Conexus.
- ◆ Allows agencies to place and track Service Orders (SOs) within Conexus.
- ◆ Allows agencies to view contractor invoice files in a logically displayed manner.
- ◆ Since Conexus receives all SO deliverables whether regardless of if the SO is placed within Conexus or outside of Conexus, it can quickly reconcile contractor invoices. Agency users with the appropriate permissions can then review Conexus-generated pay/no pay and dispute recommendations.
- ◆ Allows agencies to track disputes to closure.
- ◆ Allows agencies to view inventory.

All of this and more! To learn more about Conexus, contact us at conexus@gsa.gov.

- Register for and access GSA Conexus at <https://conexus.gsa.gov>
- Click [here](#) to register for Conexus Training
- Contact the Conexus Management Team at conexus@gsa.gov
- For Conexus help, call **855-482-4348** (Sun 8 PM ET - Fri 8:30 PM ET) or email ITCSC@gsa.gov